

June 15, 2009

TO: Chief School Administrators/School Bus Contractors

FROM: Lucille E. Davy
Commissioner

SUBJECT: Criminal History Review Unit (CHRU) – ePayments for Criminal History
Record Checks and Duplicate Approval Letter Requests

**IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY
FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF PERSONNEL
RESPONSIBLE FOR PROCESSING THE BACKGROUND CHECKS OF THE
UPDATED CHANGES TO THE PROCEDURES.**

The Department of Education has initiated electronic filing for the criminal history Applicant Authorization & Certification form (AA&C), administrative fee payment, and duplicate approval letter requests. New applicants, current employees transferring districts, and school bus drivers applying for initial school bus endorsement or renewing their driver's license may submit their request through the on-line process available through the department website, <http://www.nj.gov/education/educators/crimhist/>. Methods of payment are Visa, MasterCard, American Express, or Discover credit cards.

On our home page the individual should click on “ePayment Criminal History Record Check.” The next page displays three (3) options: New Application Fee Request, Archive Application Request, and Duplicate Approval Letter Request. Detailed instructions for completing the forms are available for each process. The individual will select the type of criminal record request or duplicate approval letter they are seeking from these three options and will then view four (4) options as to the employer and job position they are seeking. All fields with a red asterisk must be completed before proceeding to the next page. The individual should click the “submit” button only one time to complete the transaction. After completing the transaction, the individual may print a copy by clicking the print button in the upper right corner of the page. There will be a \$1.00 convenience fee charged by the private vendor for processing the credit card information. Processing requests for the criminal history record check via U.S. mail will continue to be available.

The employing educational facility or authorized school bus contractor must provide the county, district, contractor and/or school codes to the applicant prior to electronic on-line filing.

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All educational facilities and authorized school bus contractors are encouraged to utilize the electronic ePayments process for criminal record check requests or requests for duplicate approval letters. The on-line filing will expedite the process and assure accuracy in the criminal history database. For additional information concerning this process, please contact the CHRU at 609-292-0507.

LED/DA:chief school administrator letter epayments.doc

c: Members, State Board of Education

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